

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Records Management Division

SCHEDULE	NO
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C-703

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

1 of 2

BALTI	BALTIMORE COUNTY COUNCIL				
	AGENCY DIVISION				
NO.	DESCRIPTION	RETENTION			
1.	GENERAL ACCOUNTING RECORDS	d to the	Retain office copies for		
	Files may contain, but are not limite following: Counter Cash Books	o to the	(2) two fiscal years, then destroy.		
	Delivery Orders, Receipts and Receivi Expense Reports	ng Reports	,		
	Gasoline Tickets <u>Paid</u> Bills, Vouchers and Invoices Receipt Books and Receipt Copies				
	Requisitions and Purchase Orders Mileage Reports				
2.	SPECIAL ACCOUNTING RECORDS				
	Audit Reports	Retain permanently, for eventual transfer to Archives.			
3.	BUDGET RECORDS Annual Budget Submissions		Retain annual submissions		
	Monthly Budget printouts Workpapers	for (5) five years, then destroy. Retain all other papers for (2) two years, then destroy.			
4.	MEETING AND HEARING TAPES Audio tapes of meetings and hearings	of the County	Retain for (5) five years		
	Council which generally document the and actions.		then destroy.		
		•			
	LE APPROVED BY	SCHEDULE APPROVED BY	1		
REWRUS	S MANAGEMENT OFFICER	COUNTY ADMINISTRATIV	L OFFICER		
11/4/ DATE	92 Serald a Linek SIGNATURE	DATE DATE	MARY CE SIGNATURE		
	LE APPROVED BY ,OR DIVISION REPRESENTATIVE	SCHEDULE APPROVED B STATE ARCHIVIST	Y		
11/13	1/92 Deborah Patchak	C 2 1 1992	ward C. Saperfree fr		
1,1/1	SIGNATURE 887 - 3196	DATE	SIGNATURE		
->> (RI	EV. 1/86)	•			



RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.

C-703

PAGE NO. 2 of 2

		T	
NO.		DESCRIPTION	RETENTION
5.	Files conta may contain tions, annu	PERSONNEL FILES in information on current employees. Files but are not limited to copies of applica- al reviews, reprimands and disciplinary ards, doctor slips, accident reports, c.	Screen annually and destroy that material no longer needed for current reference Retain remaining items for (2) two years after termination, then destroy.
6.		IME SHEETS ontains office copies of employees annual laily time recordings.	Retain for (1) one year then destroy.
7.	Subject arr copies of o reports, di	ICE OF COUNCIL PERSON'S CORRESPONDENCE angement of original incoming letters, butgoing letters, memoranda, studies, rectives, policies, and other materials the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
8.	This file i by a board, from hearin	PUBLICATIONS Includes all reports and publications issued, commission, committee etc., which resultings, meetings, investigations, etc., not some action or recommendation of the	Retain (1) one copy permanently for eventual transfer to the Archives.
9.		NCIL BILLS ain copies of passed Council Bills and s. These papers have original signatures	Retain in office permanently. Transfer to the MD State Archives periodically.
10.	-Files conta meetings wh Resolutions -Files may A copy of introduction -General Back which may Note: Some or al	contain but are not limited to the following the Bill, notes, roll call votes, letters of	Retain for (10) ten years then destroy.

	1		1	
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
EVISED RECORDS SERIES. FORWARD 7275 WATERLOO ROAD ITH RECORDS RETENTION SCHEDULE P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE / OF / O		
DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Balto. Co. Council				
DEFINITION - RECORD SERIES A group o retention a	f related records normally fi nd disposition purposes	led and used as a u	nit for reference as well as	
. RECORDS SERIES TITLE			5 BARLIEST TEAR/LATEST YEAR	
GENERAL ACCOUNTING RECORDS	3		1990 1 (Present	
6. RECORDS SERIES DESCRIPTION (Brief) Inclu	y describe the types of inforde the purpose or function of		ras found in the series.	
Files contain office copic Goods received memoranda, cash vouchers, mileage re- orders, deposit slips, re-	oilling invoices, exp ports, direct payment	ense/travel re forms, paid l	eports, requisitions, petty bills, ticket books, purchase	
7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES ALPHABETICA		9. VOLUMB	
LEGAL SIZE COMPUTER TAPE	 [] MUMBRICAL			
BOUND BOOK FLOPPY DISK	[] CHRONOLOGIC	AL		
[] AUDIO TAPE VIDEO TAPE	GROGRAPHICA	L		
() OTHER (SPECIFY)	[] OTHER (SPEC	IFY)		
11.FILE IS USED [DAILY WEEKLY	MONTHLY	12. FILB BBCOM	IES INACTIVE AFTER [] HORTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR Room 202 Old Court Ho			S SERIES DUPLICATED ELSEWHERE? NO (If Yes, Specify Agency or Office)	
400 Washington Avenue	Towson MD	Some Clock	NO (If Yes, Specify Agency or Office) ements Olyphicated in Furches e offices	
15. ACCESS RESTRICTIONS [] YES (If yes, cite law(s) & regulation	14 NO 1(8)	16. AUDIT REQU	* //	
17. IS AN INDEX SYSTEM USED? (If yes describe any hardware/software) [4] YES [] NO By form name, then		18. RECONNENDED Retain for to	RD RETENTION three years, then destroy.	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	i 23//	21. DATE 12/8/97	
DCS SSA-AIBRUIGH 2/071				

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 2 OF 10	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
DEFINITION - RECORD SERIES A group of retention and		led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE				
Special Accounting Rec 6. RECORDS SERIES DESCRIPTION (Briefly Include		mation/documents/forms		
Audit Reports				
7. RECORDS SERIES FORMAT(S) XLETTER SIZE MICROFILM [] LEGAL SIZE COMPUTER TAPE	8. RECORDS SERIES SEQUENCE [ALPHABETICAL [NUMERICAL [XX CHRONOLOGICAL [] GEOGRAPHICAL		- 9. VOLUME	
[] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE			10. VOLUME () FILE DRAWER(S) () MICROFILM REBL (S)	
() OTHER (SPECIFY)	[] OTHER (SPEC	IFY)	1 COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY [] WEEKLY [] MONTHLY		12. FILE BECOMES 2 NUMBER	INACTIVE AFTER [] MONTH(S) [XXYBAR(S)	
[X] Yearly 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Room 202 Old Court House 400 Washington Avenue Towson, MD 15. ACCESS RESTRICTIONS [] YES \$\frac{1}{2}\text{NO}\$ (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES \$\frac{1}{2}\text{N}\$ NO		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? YES NO (If Yes, Specify Agency or Office) Auditor's Office 16. AUDIT REQUIREMENTS X NONE STATE FEDERAL INDEPENDENT		
		18. RECOMMENDED R		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	i 3//	21. DATE 12/8/92	

DGS 550-4(REVISED 2/87)

Instructions TYPE OR PRINT A	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
REVISED RECORDS SERIES. FORWARD	7275 WATERL			
RECORDS RETENTION SCHEDULE	P.O. BOX		PAGE 3 OF 10	
	JESSUP, MARYLAND 20794			
. DEPARTMENT/AGENCY	2. DIVISION	·	3. UNIT	
Balto. Co. Council				
RFINITION - RECORD SERIES A group of retention and	related records normally f disposition purposes	iled and used as a un	it for reference as well as	
. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
BUDGET RECORDS			19901 Present	
. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of info the purpose or function o		ras found in the series.	
Annual Budget Sudmissions				
Morthly Budget printouts Workpapers				
notkpapers				
	_1		1	
. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES	SEQUENCE	9. VOLUNB	
[LETTER SIZE NICROFILM	[] ALPHABETIC	AL	(4 FILE DRAWER(S)	
LEGAL SIZE [] COMPUTER TAPE	[] RUMBRICAL			
(d negra area () contain this	(I wountern			
[] BOUND BOOK [] PLOPPY DISK	[] CHRONOLOGI	ICAL,		
[] AUDIO TAPE VIDEO TAPE	 [GROGRAPHIO	r&1.		
()	i i			
() OTHER (SPECIFY)	(J'OTHER (SPI	BCIFY)	[] COMPUTER TAPE(S)	
	<u>F7</u> _		NUMBER () OTHER(SPECIFY)	
11.FILE IS USED	`. <u>/</u>	12. FILE BECOM	BS INACTIVE AFTER	
[] DAILY [] WEEKLY	MONTHLY	WINDER	(MONTH(S) WYEAR(S)	
		NUMBER 		
3. CURRENT LOCATION(S) (BLDG.,FLOOR,R	OON)	14. IS RECORDS SERIES DUPLICATED BLSEWHERE?		
Room 202 Old Court I		[[] No (If Yes, Specify Agency or Office)	
400 Washington Aven	Je Towson MD			
15. ACCESS RESTRICTIONS [] YES []		1 16. AUDIT REQUIREMENTS		
(If yes, cite law(s) & regulation(s)		U NONE	[] STATE [] PEDERAL [] INDEPENDENT	
		_		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECONNENDE		
		Retain annu	al submissions for five years,	
		for two year	oy. Retain all other papers — rs, then destroy.	
	:	İ		
		 -	· · · · · · · · · · · · · · · · · · ·	
. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Sanda Strovel	! 887-0	311	12/8/92	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD

AGENCY RECORDS 1	INVENTORY
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P.O. Box 275 WITH RECORDS RETENTION SCHEDULE.

Page 4 of 10

	Jessup, Naryla	and 20/94	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
	ED RECORDS NOTAWILY FIT		UNLT FOR
4. RECORD SERIES TITLE	ON CLIENTION MAD DISI	TOSTITON TORCOLLS.	5. EARLIEST YEAR/LATEST YEAR
Meeting and Hearing Tapes			1990 TO Present
	SCRIBE THE TYPES OF IN LES. INCLUDE THE PURP		
Audio tapes of meetings and document their proceedings	nd hearings of and actions.	the County C	ouncil which generally
7. RECORDS SERIES FORMST(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES	CAL	9. Volume Solution Solutio
[] LECAL SIZE [] COMPUTER TAPE	[] NUMERICAL		35 [] OTHER TAPE(S) NUMBER [] OTHER SPECIFY
[] ROUND BOOK [] FLOPPY DISK	A[X] CHRONOLOG	ICYL	10. VOLUME
₩ AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHI	CAL	[] FILE DRAWER(S)
[] OTHER(SPECIFY)	[] OTHER SPE	CIFY	[] MICROFILM REELS(S) [] COMPUTER TAPE(S) MARBER [] OTHER(SPECIFY)
11. FILE US USED		12. FILES BE	COME INACTIVE AFTER
[] DAILY [] WEEKLY [X] Yearly	[] NONTHLY	NUMBE T:	[1 MONTH(S) XXX YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO (If yes, specify agency or offic		14. 1S RECOR	RDS SERVES DUPLICATED ELSEMIERE?
Room 202 Old Court House	son, MD		[] YES [X] NO
15. ACCESS RESTRICTIONS 1) YES KKNO (If yes, cite law(s) & regulation(s)		16. AUDIT RI (X) NON	·
17. IS AN INDEX SYSTEM USED? (If yes, exp describe and hardware/software) [] YES NO	lain briefly and		NDED RETENTION n for 5 years then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

887-0311

21. DATE

	D.	·i		
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 5 OF 10	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Balto. Co. Council	1			
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
UNOFFICIAL PERSONNEL FILES			1990 1 Breaent	
6. RECORDS SERIES DESCRIPTION (Briefly Include Files contain information of to copies of applications,	the purpose or function of on current employees	the series) s. Files may con	tain but are not limited	
		·····	-	
7. RECORDS SERIES FORMAT(S) [4 LETTER SIZE [] MICROFILM	8. RECORDS SERIES		9. VOLUME FILE DRAWER(S)	
[LEGAL SIZE [COMPUTER TAPE			[] MICROFILM REBL(S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGIC	CAL	10. VOLUME	
() AUDIO TAPE () VIDEO TAPE	(GEOGRAPHICAL (OTHER (SPECIFY)		[4] FILE DRAWER(S) [7] MICROFILM REEL (S) [8] COMPUTER TAPE(S) [9] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY [] WEEKLY	[A] MONTHLY	12. FILE BECOMES	INACTIVE AFTER [] MONTH(S) (FYBAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Room 202 Old Court House 400 Washington Avenue Towson, MD		i 64 YES (1 NO	RIBS DUPLICATED BLSEWHERE? (If Yes, Specify Agency or Office) Finance-Payroll + Personnel	
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(NO	16. AUDIT REQUIRE [X] NONE []	MENTS STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES NO		no longer need	y and destroy that material ed for current reference. ng items for two years after	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	-	21. DATE	
Linda Strovel	887-0311		12/8/92	
DGS 550-4(REVISED 2/87)			-	

· 1		i		
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE_6 OF 10	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Balto. Co. Côuncil	All division	n S		
DBFINITION - RECORD SERIES A group of retention and	elated records normally fil disposition purposes	ed and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE LEAVE AND TIME SHEETS			5 EARLIEST YEAR/LATEST YEAR 1990 / 1992	
6. RECORDS SERIES DESCRIPTION (Briefly of Include	lescribe the types of informathe purpose or function of		found in the series.	
This file contains office co	opies of employees a	innual leave and	daily time recordings.	
7. RECORDS SERIES FORMAT(S)	PECODOS SEDIFOS	SPOURNCE	-	
LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE		FILE DRAWER(S) MICROFILM REBL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)	
[] LEGAL SIZE [] COMPUTER TAPE				
[] BOUND BOOK [] FLOPPY DISK				
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	L	PILE DRAWER(S)	
() OTHER (SPECIFY)	[] OTHER (SPECIFY)			
11.FILE IS USED [] DAILY [] WEEKLY	[] MONTALY [X] Nône	12. FILE BECOMES NUMBER	INACTIVE AFTER [] MONTH(S) [A]: YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM Room 202 Old Court Hotel	· •	•	RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)	
400 Washington Avenue	Towson, Md.	Duplicated in Payroll and Personnel		
15. ACCESS RESTRICTIONS [] YES KI NO (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)		16. AUDIT REQUIRE		
		18. RECOMMENDED R Retain for on	ETENTION e year, then destroy.	
By Employee last name name.	, then First	 		
9. NAME AND TITLE OF PREPARER Sinda Strovel	20. TELEPHONE NUMBER 887-0	3/(21. DATE 12/8/92	
DGS 550-4(REVISED 2/87)	·			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

WITH RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 2	20794 Page 7 of 10
I. DEPARTMENT/ACENCY	2. DIVISION	3. UNIT
Baltimore County Council	DECYMPIC MYDMATTY ETTERS AN	ATD LICEUD AC A 15MT FOOD
DEFINITION-RECORD SERIES - A CROUP OF RELATER REFERENCE AS WELL	AS REJENTION AND DISPOSITI	ION PURPOSES.
1. RECORD SERIES TITLE		5. EARLIEST YEAR/IATEST YEAR
General Office of Council F	erson's Correspon	idence 1990 to Present
	CRIBE THE TYPES OF INFORMATES. INCLUDE THE PURPOSE OF	LION/DOCUMENTS/FORMS FOUND R FUNCTION OF THE SERIES)
Subject arrangement of original memoranda, studies, reports related to the administrations.	s, directives, pol	tters, copies of outgoing letters, m licies, and other materials
7. RECORDS SERIES FORMST(S) \$\frac{1}{2}LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQU [] ALPHABETICAL	ENCE 9. VOLUME M FILE DRAVER(S) O
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	[] ONFUIER TAPE(S)
[] FOUND BOOK [] FLOPPY DISK	XIX CHRONOLOGICAL	NUMBER [] OTHER SPECIFY
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME [X] FILE DRAWER(S)
() OTHER(SPECIFY)	[] OTHER SPECIFY	[] MICROFILM REELS(S) [] COMPUTER TAPE(S) MUMBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY [] WEEKLY	M HOWITHLY	12. FILES BECOME INACTIVE AFTER / [] MONTH(S) K] YEAR(S) NUMBER
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOF (If yes, specify agency or office Room 202 Old Court House		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)	son, MD	16. AUDIT REQUIREMENTS [] TONE [] STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, expl describe and hardware/software) [] YES [] No polices & other material relate the agency retain permanently	d to planning and po	18. RECOMMENDED RETENTION Screen annually and destroyu that material no longer needed for current business.Directives, licy that illustrate the development of

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER 887-0311

21. DATE /2/8/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275

Jessup, Maryland 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Baltimore County Council DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES. 5. EARLIEST YEAR/LATEST YEAR 4. RECORD SERIES TITLE 1989 TO Present Reports and Publications 6. RECORD SERIES DISCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) This file includes all reports and publications issued by a board, commission, committee etc/, which result from hearings, meetings, investigations, etc., and document some action or recommendation of the originator. 7. RECORDS SERIES FORMST(S) 8. RECORDS SERIES SECUENCE 9. VOLUME & LETTER SIZE [] MICROFILM [] ALPHABETICAL M FILE DRAWER(S) [] MICROFILM REEL(S) [] LEGAL SIZE | [] OUNPUTER TAPE [] NUMERICAL [] OCHPUTER TAPE(S) AND OTHER SPECIFY 11 BOUND BOOK 11 FLOPPY DISK [] CHRONOLOGICAL 10. VOLUME [] AUDIO TAPE [] VIDEO TAPE [] GEOGRAPHICAL A FILE DRAWER(S) [] MICROFILM REELS(S) [] OTHER(SPECIFY) [] OTHER SPECIFY [] OCHPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) 11. FILE US USED 12. FILES BEOOME INACTIVE AFTER [] DAILY M MONTHLY [] WEEKLY [] MONTH(S) M YEAR(S) NI MRER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORDS SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office Room 202 Old Court House [] YES M K 400 Washington Avenue Towson, 15. ACCESS RESTRICTIONS 11 YES 11 NO 16. AUDIT REQUIREMENTS (If yes, cite law(s) & regulation(s) [] STATE [] FEDERAL [] INDEPENDENT 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION describe and hardware/software) Retain (1) copy permanently for [] YES MW eventual transfer to the Archives

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

887-0311

21. DATE

12/8/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. Box 275

AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. Page 9 of 10 Jessup, Maryland 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Baltimore County Council DEFINITION-RECORD SERIES- A CROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS REJENTION AND DISPOSITION PURPOSES. 5. EARLIEST YEAR/LATEST YEAR 4. RECORD SERIES TITLE 1990 to Present County Council Bills 6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Files contain copies of passed Council Bills and Resolutions. These papers have original signatures on them. 7. RECORDS SERIES FORMST(S) 8. RECORDS SERIES SECUENCE 9. VOLUME [] LETTER SIZE [] MICROFILM [] ALPHABETICAL M FILE DRAWER(S) [] MICROFILM REEL(S) M LECAL SIZE [] CUMPUTER TAPE [] NUMERICAL [] OMPUTER TAPE(S) MIMBER [] OTHER SPECIFY [] ROUND BOOK [] FLOPPY DISK EX CHRONOLOGICAL 10. VOLUME [] AUDIO TAPE |] VIDEO TAPE [] GEOGRAPHICAL KI FILE DRAWER(S) [] MICROFILM REELS(S) [] OTHER (SPECIFY) 11 OTHER SPECIFY [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) 12. FILES BEOOME INACTIVE AFTER 11. FILE US USED DEMONITHLY [] DAILY [] WEEKLY [] MONTH(5) PY YEAR(S) NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORDS SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office Room 202 OldnCqubt*Houseuil M YES [] No 400 Washington Avenue Towson, 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS 11 YES 11 NO (If yes, cite law(s) & regulation(s) XI NONE [] STATE [] FEDERAL 1 INDEPENDENT 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software) Retain in office permanently. [] YES [] NO Transfer periodically to the MSA.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER 887-0311 21. DATE

1218/92

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 10 OF 10
1. DEPARTHENT/AGENCY	2. DIVISION		3. UNIT
Balto. Co. Council]
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR 1989 Prisent
County Council Meeting Files			
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of		found in the series.
pertinent to present Files may contain be notes, roll call vo General Background reports, requests, NOTE: sone or all of	ted bills and Reut are not limit tes, letters of information from and comments. this information	esolutions. ted to the fo introduction m concerned p	ncil meetings which are llowing: A copy of the bill . arties which may include contained in Office of Law, retained permanently.
7. RECORDS SERIES FORMAT(S)	RIES FORMAT(S) 8. RECORDS SERIES SEQUENCE		9. VOLUME
[] LETTER SIZE [] MICROFILM	[] ALPHABETICA	L	M FILE DRAWER(S) MICROFILM REBL(S) S [COMPUTER TAPE(S)
[LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		
[] BOUND BOOK [] PLOPPY DISK			NUMBER OTHER(SPECIFY)
() BOOK BOOK () IBOUT BISK			10. VOLUME
() AUDIO TAPE () VIDEO TAPE () OTHER (SPECIFY)			
11.FILE IS USED () DAILY () WEEKLY	MONTHLY	12. FILE BECOMES	_
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Room 202 Old Court House 400 Washington Avenue Towson, MD		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? { YES - JA' NO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES () NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS X NONE STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) { YES NO		18. RECOMMENDED RETENTION Retain for ten years then destroy.	
	_	 	_
9. NAME AND TITLE OF PREPARER Linda Attovel	20. TELEPHONE NUMBER 887-03	/(21. DATE
DGS 550-4(REVISED 2/87)	-	<u> </u>	